GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Social Welfare Department – Government Hostels – SIRA framework and Consistent Rhythms APP for Hostels of Welfare Departments - Standard Operating Procedure (SOP) and User Manual - Orders – Issued.

SOCIAL WELFARE (EDN) DEPARTMENT

G.O.Ms.No.54 Dated: 22 -11-2022

Read the following:

1. Minutes of the meeting conduced on developing consistent Rhythms by Multiple Departments, convened by Chief Secretary on 07-09-2022.
2. Minutes of the meeting conduced on developing consistent Rhythms by Multiple Departments, convened by Chief Secretary on 14-09-2022.
3. Feed forward Meeting Minutes on Hon'ble CM's review held by the Chief Secretary on 28-09-2022.
4. From the Director of Social Welfare, AP e-file No.SOW02-15022/65/2022-C SEC-COSW (Computer No.1844390).

******

ORDER

Government of Andhra Pradesh is implementing various educational schemes to overall improvement in quality education, which will lead to minimise the dropouts and a strong foundation for increase of overall Gross Enrolment Ratio and to improve the learning outcomes of the children.

2. In the review meetings mentioned in the references 1st to 3rd read above, a decision has been taken for developing SIRA framework and Consistent Rhythms APP for Hostels of all Welfare Departments with the key components of attendance, students entitlements, implementation of menu, availability of basic infrastructure, Health & Hygiene, timely visit of officials, conduct of awareness and feedback from the students etc,.

3. The GVWV & VSWS Department have developed the module named as 'Hostel Inspections' for Welfare Hostels and incorporated in the existing Consistent Rhythms Application which is being utilised by the Village and Ward and other Field Functionaries.

4. Government after careful examination of the matter hereby formulate the Standard Operating Procedure (SOP) and User Manual for proper usage of the SIRA framework and Consistent Rhythms application in Hostels of all Welfare Departments. The Standard Operating Procedure (SOP) and User Manual are appended to this G.O.

(PTO)

5. All the Departments mentioned in the address entry shall take necessary action in the matter.

DR.SAMEER SHARMA
CHIEF SECRETARY TO GOVERNMENT

To
The Director, Social Welfare Department.
The Director, Tribal Welfare Department.
The Director, BC Welfare Department.
The Director, Minority Welfare Department.
The Director, Differently Abled and TG & SC Welfare Department.
The Director, GSWS Department.
The Commissioner, HM & FW Department.
The Additional Director General (L&O), O/o DGP.
The Director, Juvenile Welfare Department.
The CEO, RTGS.

Copy to :

The E.A. to the Chief Secretary to the Govt.,
The PS to the Prl. Secretary to Govt., GV/WV and VS/WS Dept
The PS to the Prl. Secretary to Govt., HM &FW Dept
The PS to the Principal Secretary to Govt., Social Welfare Dept.,
The PS to the Principal Secretary to Govt., B.C. Welfare Dept.,
The PS to the Prl. Secretary, WCDA & SC Department
The PS to the Secretary to Govt., Tribal Welfare Dept.,
The PS to the Secretary to Govt., Minority Welfare Dept.,
The OSD to Hon'ble Minister (SW)
SF/SC

//FORWARDED::BY ORDER//

P. Chandrasekhar
SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH

CONSISTENT RHYTHMS IN WELFARE HOSTELS

USER MANUAL

(Version 1.0)

SOCIAL WELFARE DEPARTMENT

Table of Contents:

An overview	01
Application Download and Usage	02
Application Installation	03
Login Screen	04
Periodicity of visit of Field Functionaries	08
Conduct of Survey	09
Details of Forms	
WEA / WEDPS	10
EA	11
Mahila Police	11
Filling of Survey Forms	
WEA / WEDPS Survey Form	
Attendance & Enrolment	12
Hostel Infrastructure	15
Nadu Nedu - II Works	16
Implementation of Menu	18
Student Entitlements	19
Health & Hygiene	20
Girl Safety	21
Parents meeting	22
Students Feedback	23
Engineering Assistant Form	24
Mahila Police Survey Form	25

An Overview:

Consistent Rhythms is an attempt to improve infrastructure facilities and better living conditions, providing entitlements to Hostel Boarders in time and serving of qualitative food as prescribed to the Hostel boarders and also good health duly conducting the Health checkups through periodically identifying and reporting on any issues at the field level.

The application was built by GSWS department and is supposed to be used by the following the field functionaries:

Sl. No.	Department	Name of the Field Functionary	Application
1	GSWS Functionaries	Welfare Education Assistant / Welfare Education & Data Processing Secretary	CR Mobile application
2		Engineering Assistant/ Ward Amenities Secretary	CR Mobile application
3		Mahila Police	CR Mobile Application
4	Welfare Departments	Hostel Welfare Officer	JNB Nivas through API
5		Asst. Welfare Officer (ASWO/ ABCWO/ATWO	JNB Nivas through API
6		Dist. Unit Officer (DSCWO, DBCWEO, DTWEO etc.,)	JNB Nivas through API
7	Medical & Health	ANM	ANM AP Health Mobile Application through API
8		Medical Officer	

A separate Module for Welfare Hostels has been named as "Hostel Inspections" provided in the existing Consistent Rhythms Mobile Application.

Standard Operating Procedures:

Please find the enclosed Standard Operating Procedures as advised.

Source of Application Download:

Users can search for 'GSWS - Consistent Rhythms' application in Google Play Store or can download the application using the link:

https://play.google.com/store/apps/details?id=com.cr_app.vsws_cr_android_app

Application Usage

CR Mobile Application shall be access by the GSWS Functionaries only and others shall be through the API in JNB Nivas.

Please note that the Mobile Application can be access through "Username" and "Password" provided to you by the below GSWS Field Functionaries

1. WEA / WEDPS
2. EA / WAS
3. Mahila Police

User Credentials to Access the Hostel Inspections module:

The existing User Credentials which are being used for Consistent Rhythms Mobile Application is stands still for access Hostel Inspection Module.

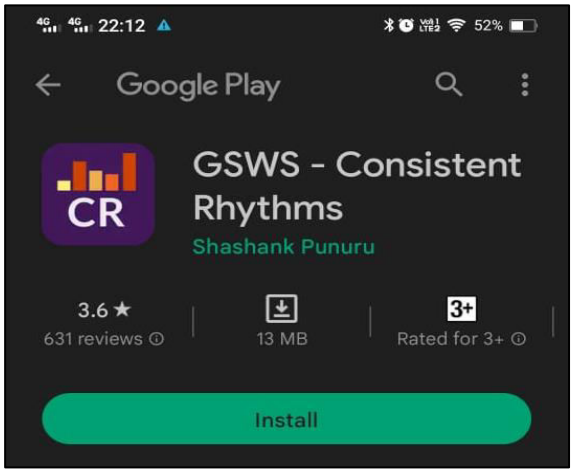
Support for Assistance :

In case of any support required on installation process and technical support required if any, please contact support@vsws.co.in.

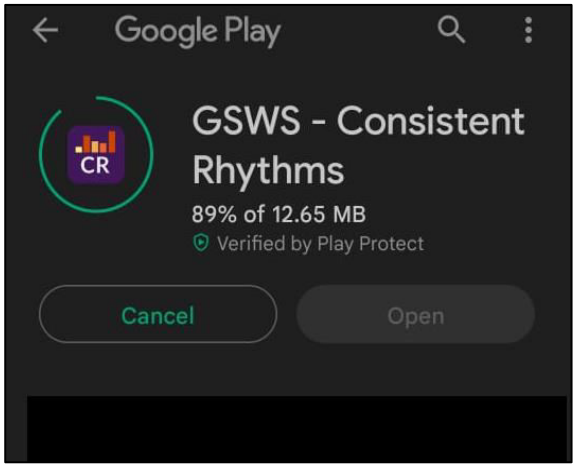
Application Installation:

User has to open the Play Store Application in the Mobile and search for 'GSWS - Consistent Rhythms' application or select the link provided at download source.

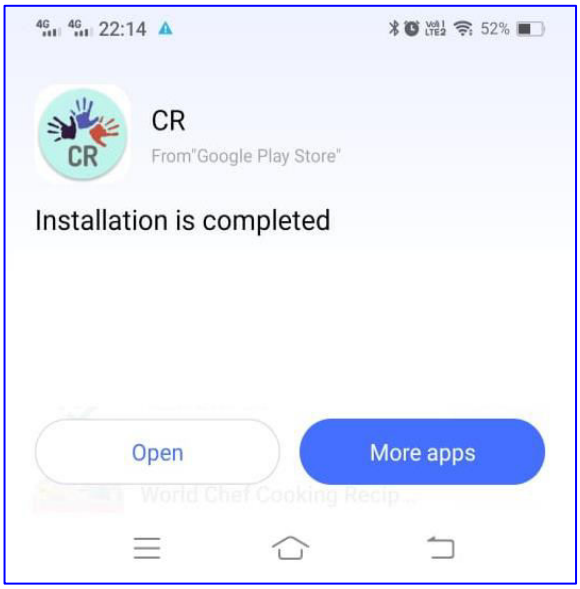
Find the below screenshot of while installation of Application:



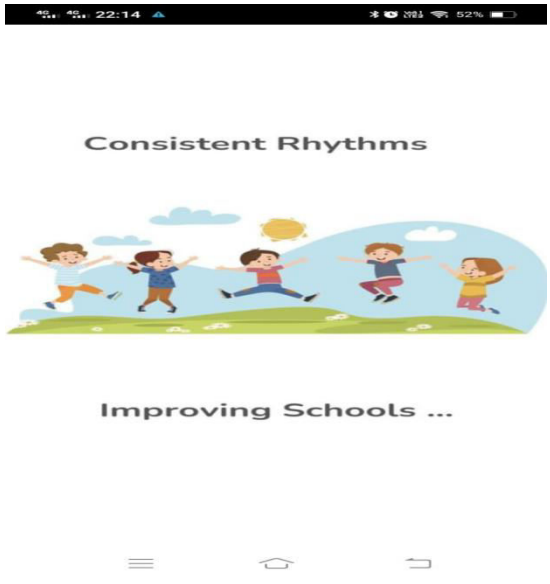
Click on Install



Installation is Progress



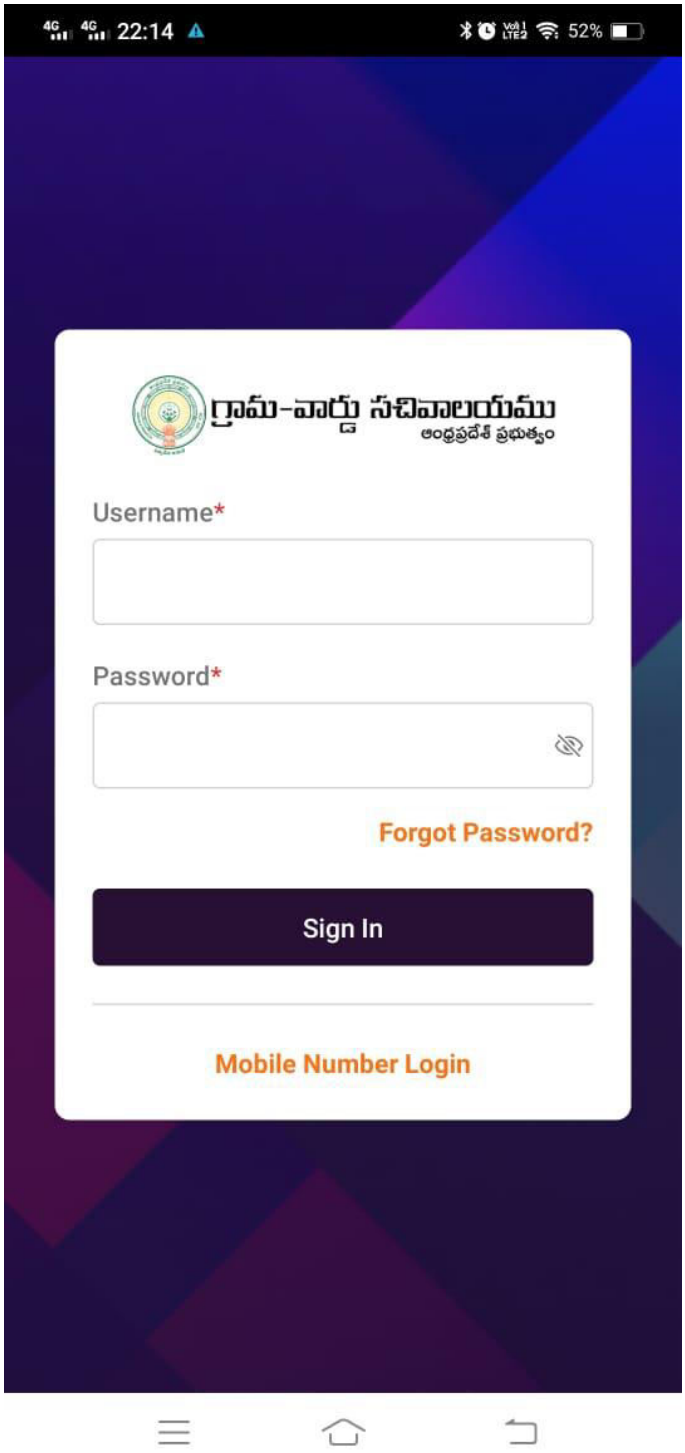
Installation Completed



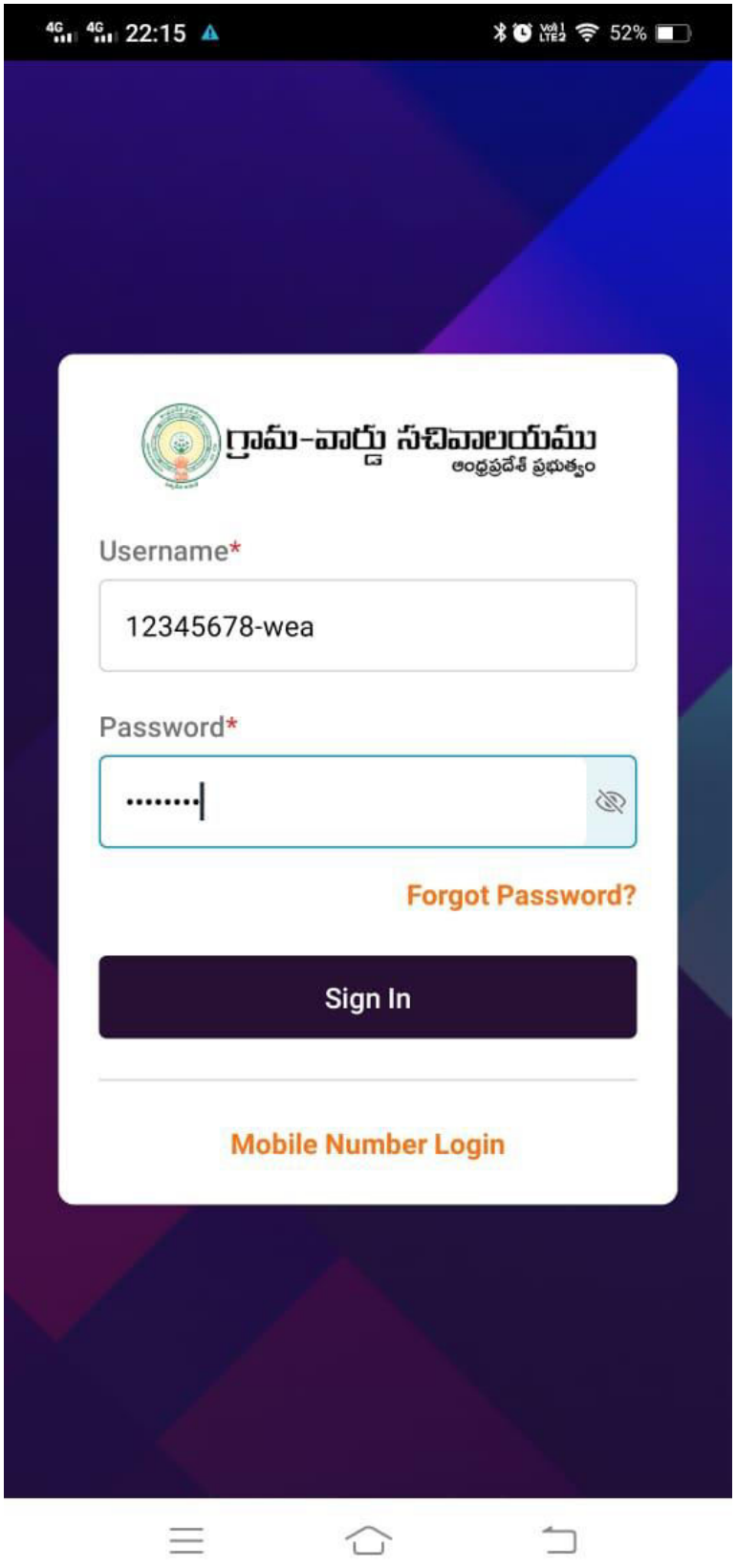
Click on open, to view the application.

Login Screen

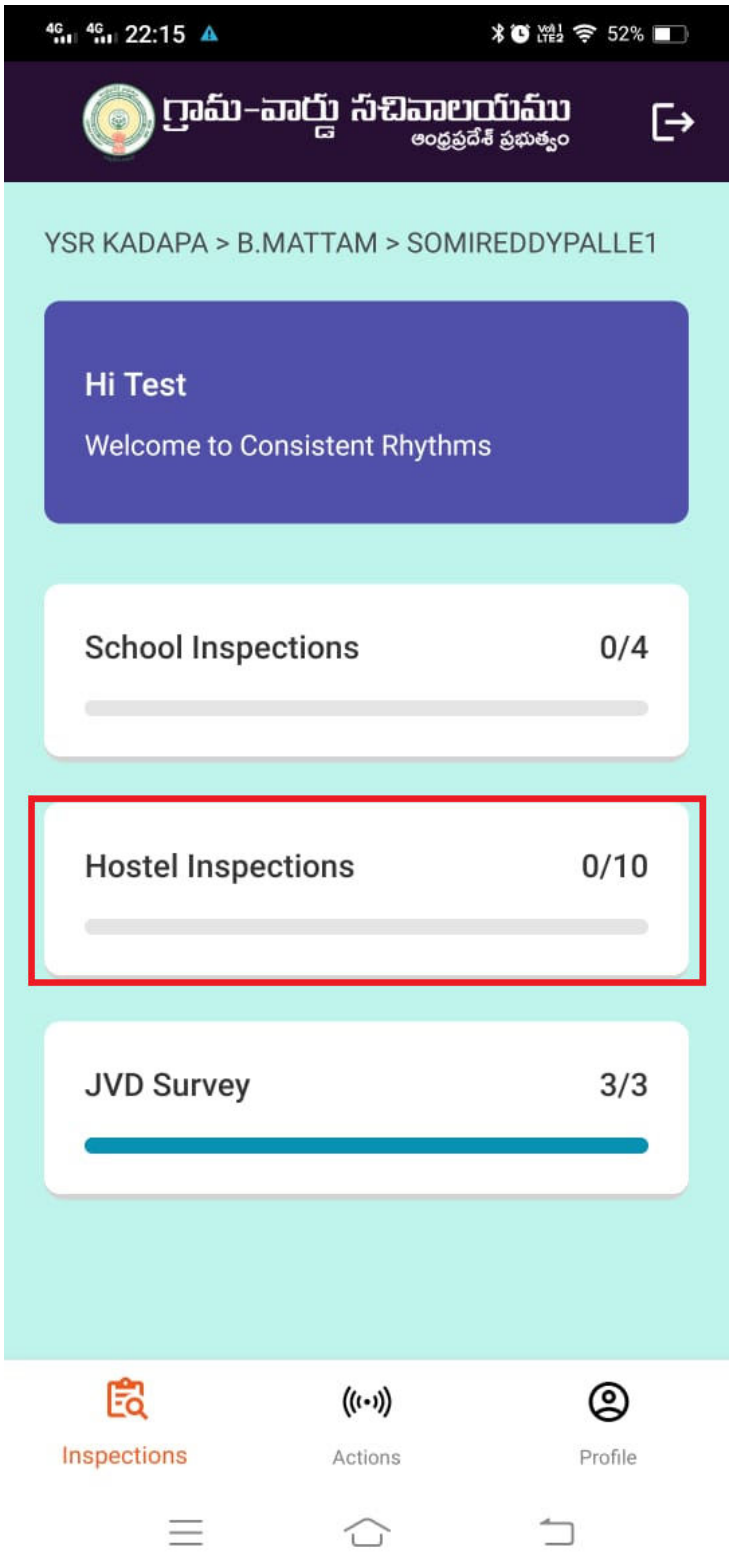
Once the installation part is done, you will be taken to the login page.



User has to enter the User Credentials as provided to login for enter into the application:



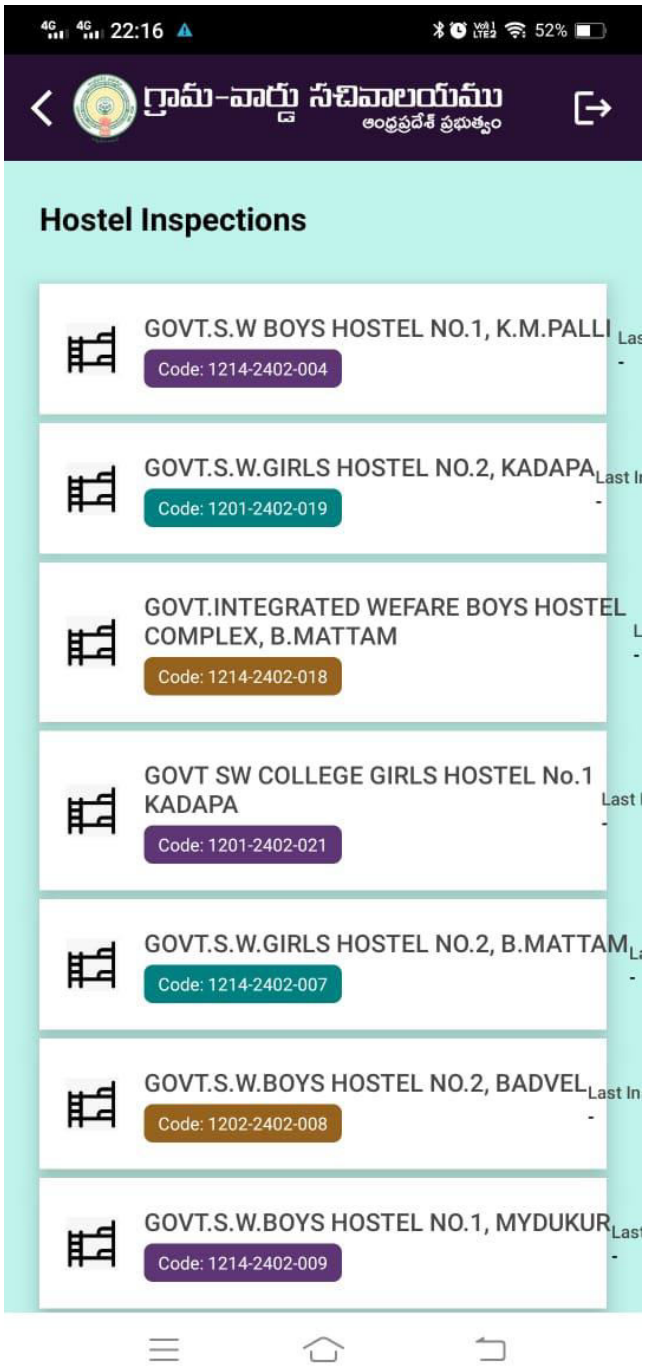
Once login to the Application, users will find an option "Hostel Inspections" and it shows total count of inspections that are completed so far against the Welfare Hostels made for inspection.



The user has to select the "Hostel Inspections" Tab for completion of activity and the screen will appeared with following details:

- Mapped Secretariat details.
- List of all the Hostels with its DDO Code that are mapped to respective Secretariat are visible.

Note: Please verify that you are mapped to correct secretariat and if there are any changes in the secretariat mapping, please email us at support@vsws.co.in.



Periodicity for visit of Hostels by the GSWS and Other Functionaries and take survey during the visit.

Functionary	Survey to be taken on which components	Periodicity
WEA / WEDPS	Enrollment	Once in Year
	Attendance	Once in a Week
	Hostel Infrastructure	Once in a Month
	Implementation of Menu	Once in a Week
	Student Entitlements	Once in Year
	Health & Hygiene	Once in a week
	Girl Safety	Once in a week
	NADU NEDU-II (NN-II) Works	Once in a week
	Parents Meeting	Once in a month
	Students Feedback	Once in a week
EA/WAS	Infrastructure	Once in a Month
	NADU NEDU-II (NN-II) Works	Once in a Month
Mahila Police	Girl Safety	Once in a Week
ANM	Hostel Boarders Health	Once in Fortnight
Medical Officer	Conduct of Health Checkups to Hostel Boarders	Once in a Month

Timings for Visit:

From 7:00 AM to 9:00 AM

From 5:30 PM to 8:00 PM

Note:

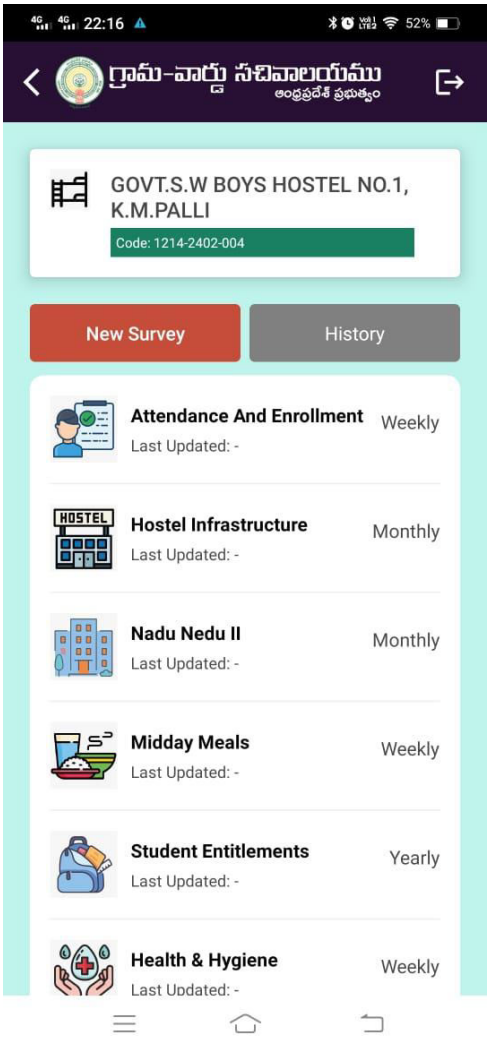
In respect of Girls Hostels, visiting of Welfare Hostels by the Male Staff should be completed by 7.30 PM and beyond that will be not be allowed. In case failure to adhere these instructions if any, the individual concerned has to face the disciplinary proceedings.

Conduct of Survey

The user has to select the Hostel which was visited from the list on the home screen to start the survey.

To Start Survey:

Choose the Hostel that you have visited. Once you select, below screen will appear in User login with the details of Institution Name with its DDO code and the details of components on which the survey to be conducted also with its periodicity



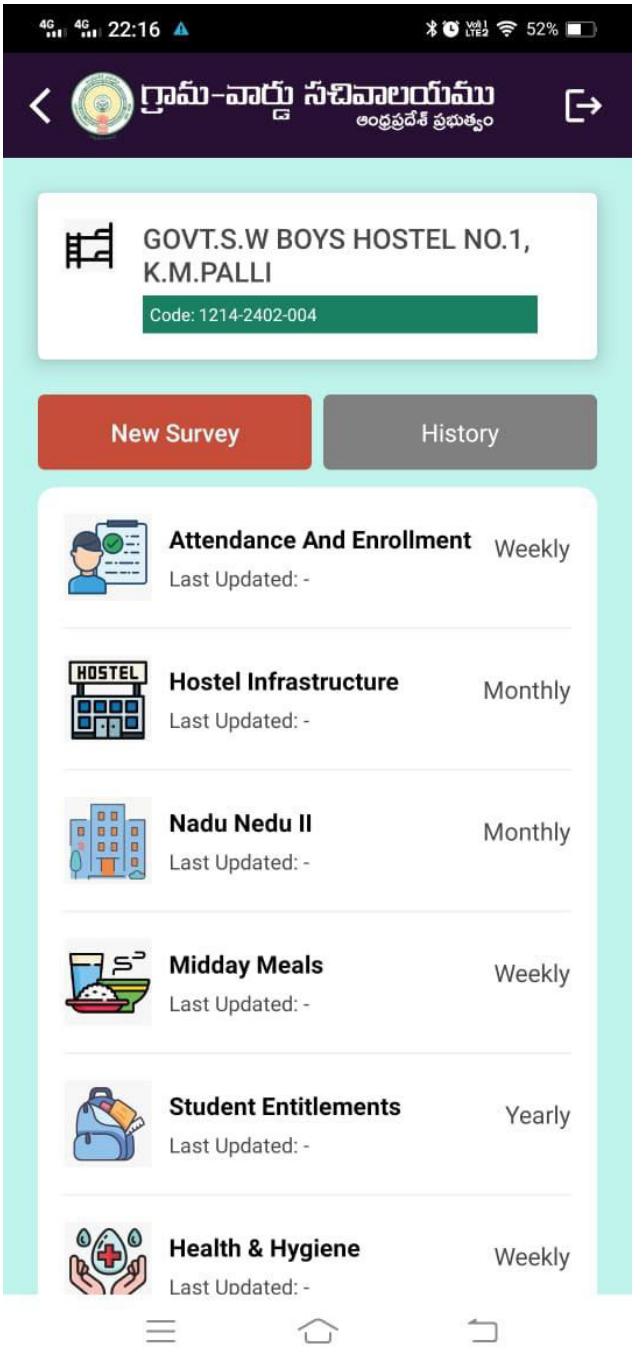
In order to start survey, the user has to select the components that are listed under the respective Hostel.

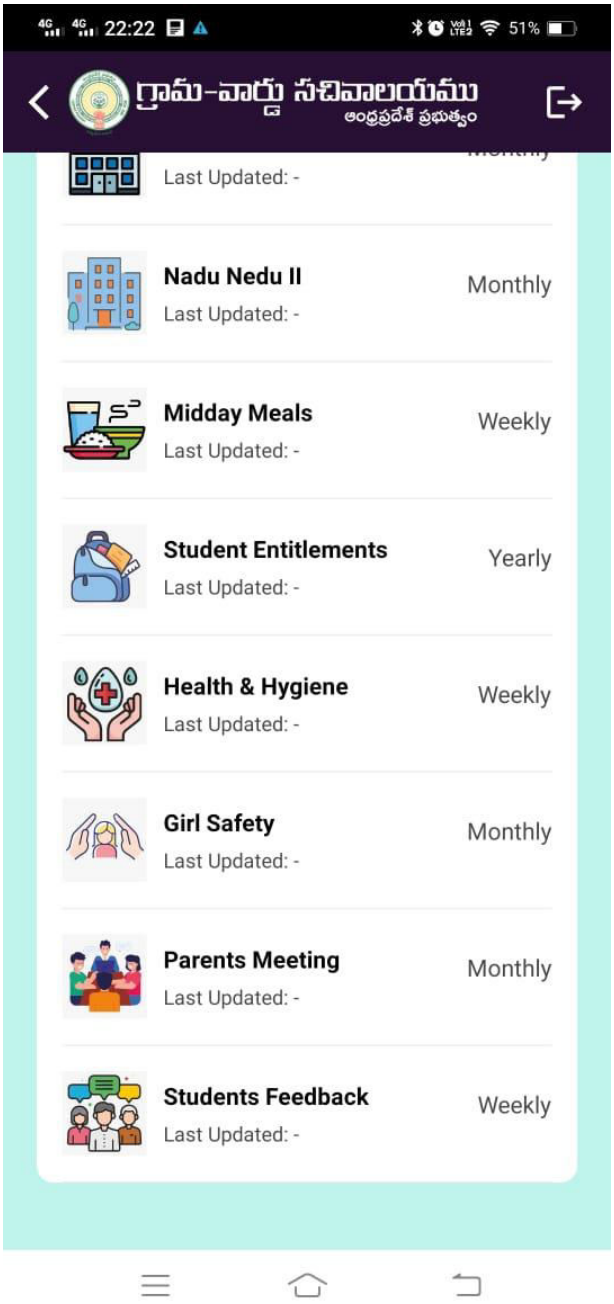
Questionnaire for survey will be appeared based on the selection of Components.

Filling Survey Forms

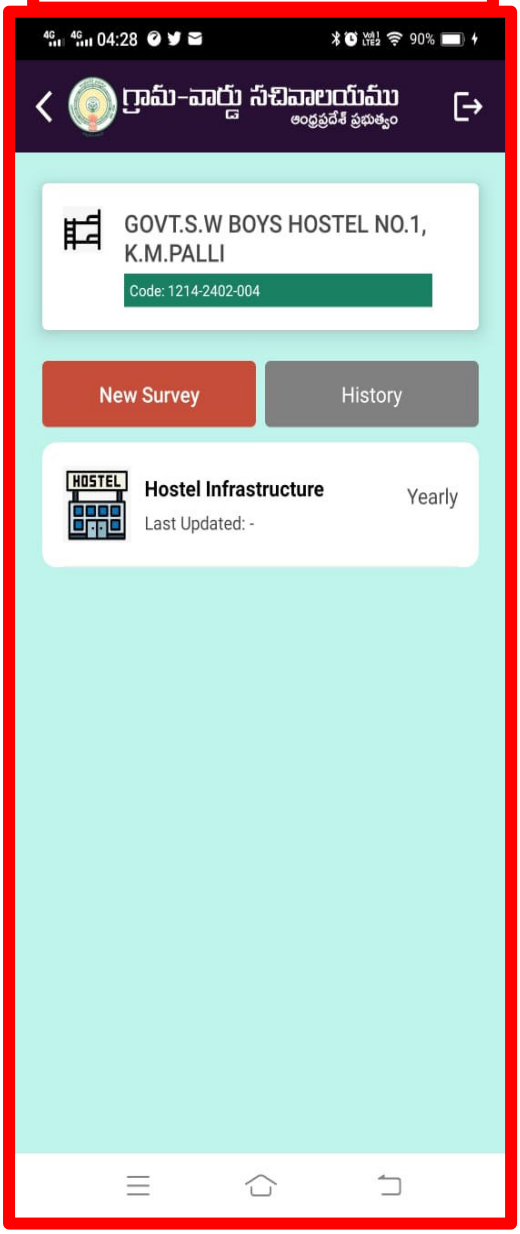
Screenshots of the form/components visible to the GSWS Functionaries in their login for conduct of survey

For WEA/WEDPS:

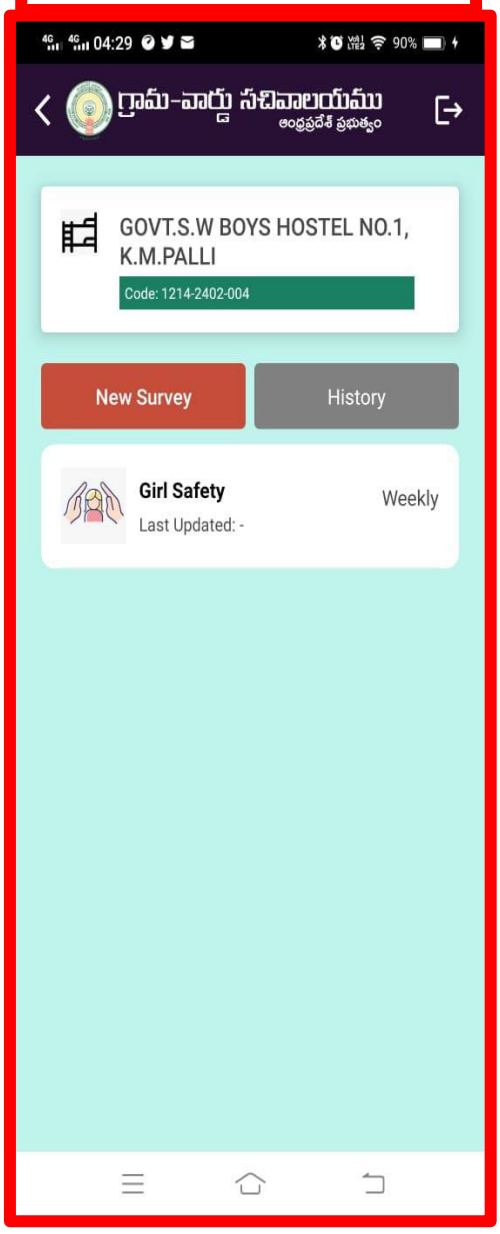




For ENGINEERING ASSISTANT / WARD



For MAHILA POLICE



The user has to click on Component from the listed, to fill the survey, and has to enter all the fields along with remarks (if any) and then click on Submit button to submit the Survey.

Please note that a few questions will ask for Photos, you can choose "Camera" to take a picture or from "Gallery" to upload photos.

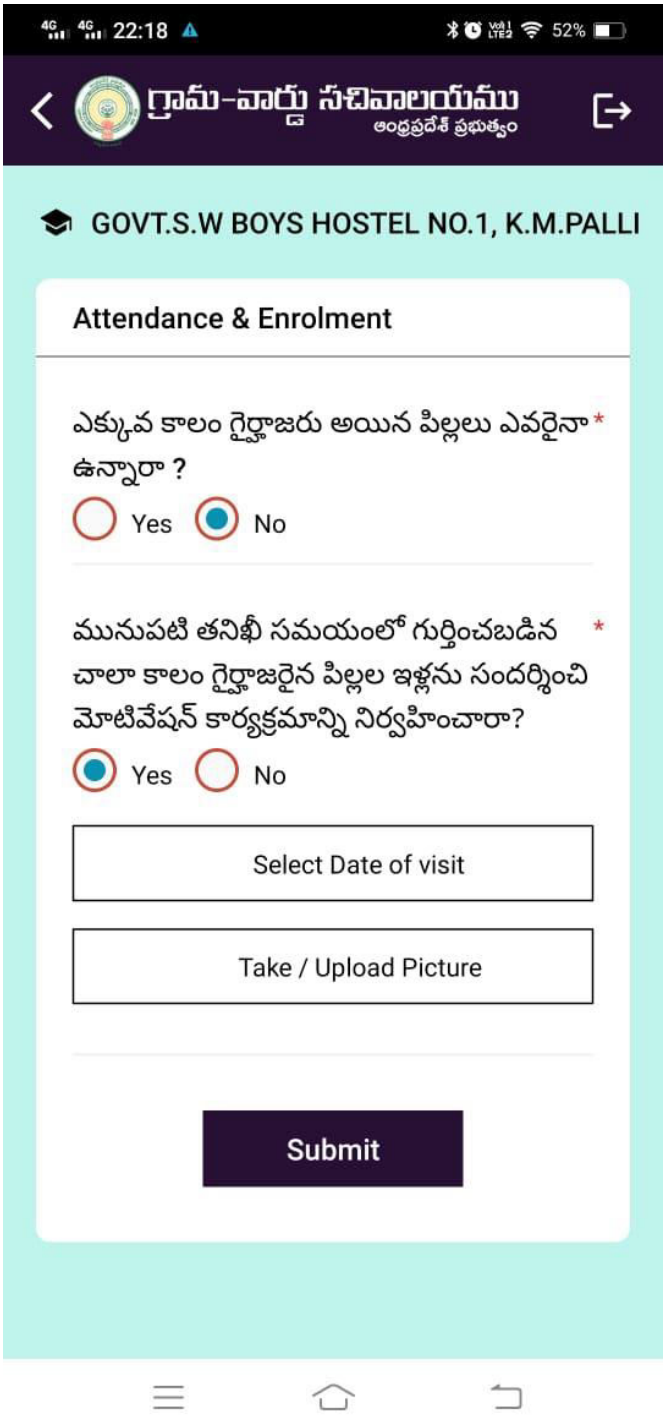
Live pictures need to be taken during inspection and uploaded as far as possible. In case of internet issues during inspection, capture the photo and save the image in the gallery. Upload the images at a later period of time when you're submitting the forms.

While filling the Remarks asked under any questionnaire, describe with appropriate meaning in detail. All the Questions under these forms are self explanatory. Salient points for each form under each Functionary are described below:

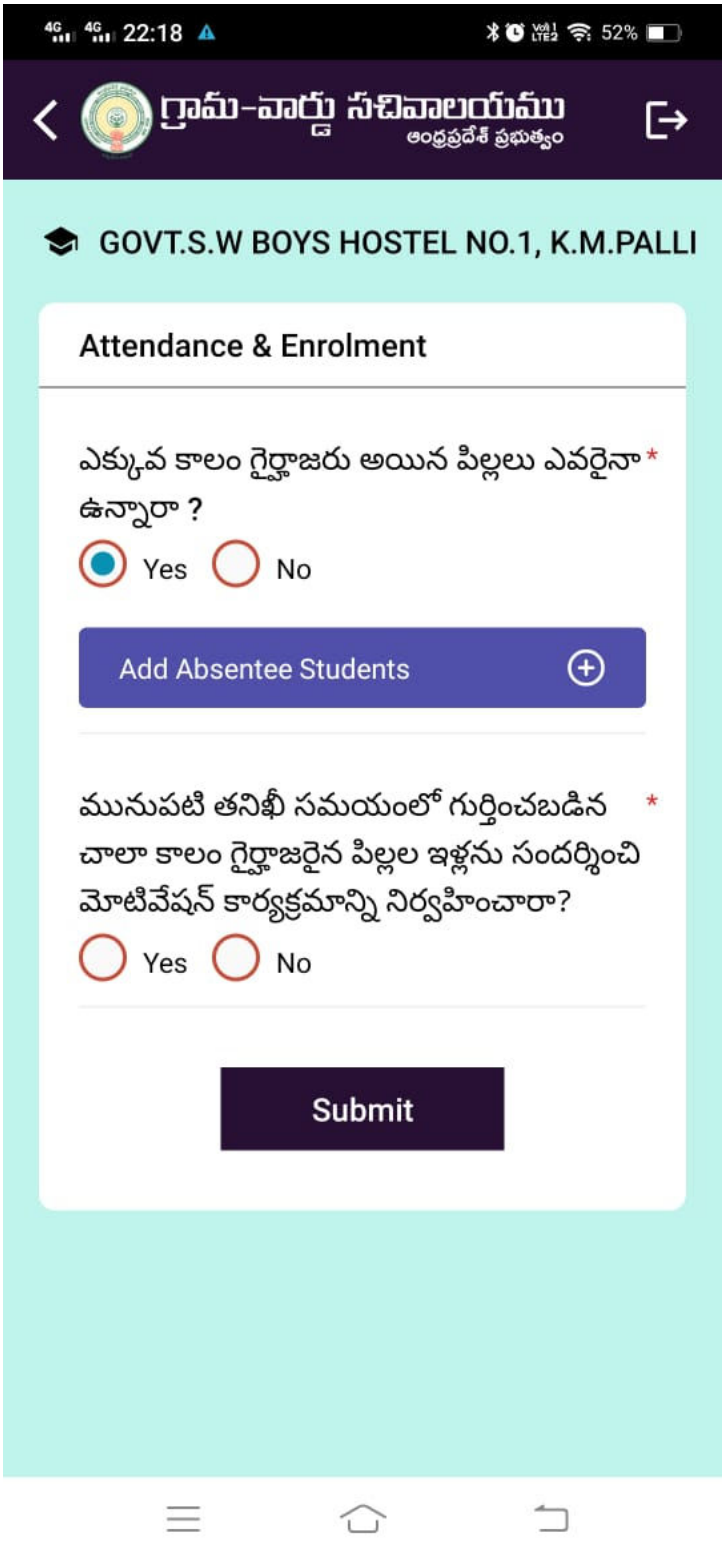
Details to be filled in Questionnaire for conduct of Survey by WEA/WEDPS:

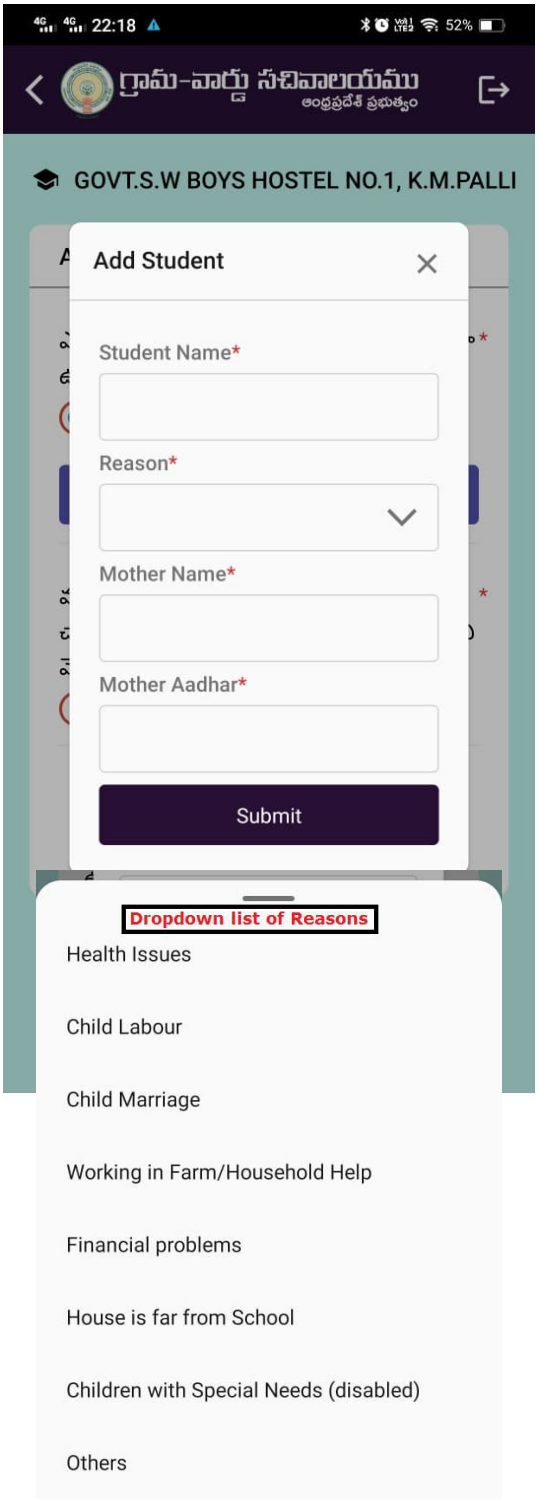
Attendance & Enrollment

In this form, users should capture the number of "Long Absentee Children" and "Dropout Children" segmented reason wise. Please note that Children are considered drop-out if they are absent for more than 30 days. If less than 30 days, consider them "Long Absentees".



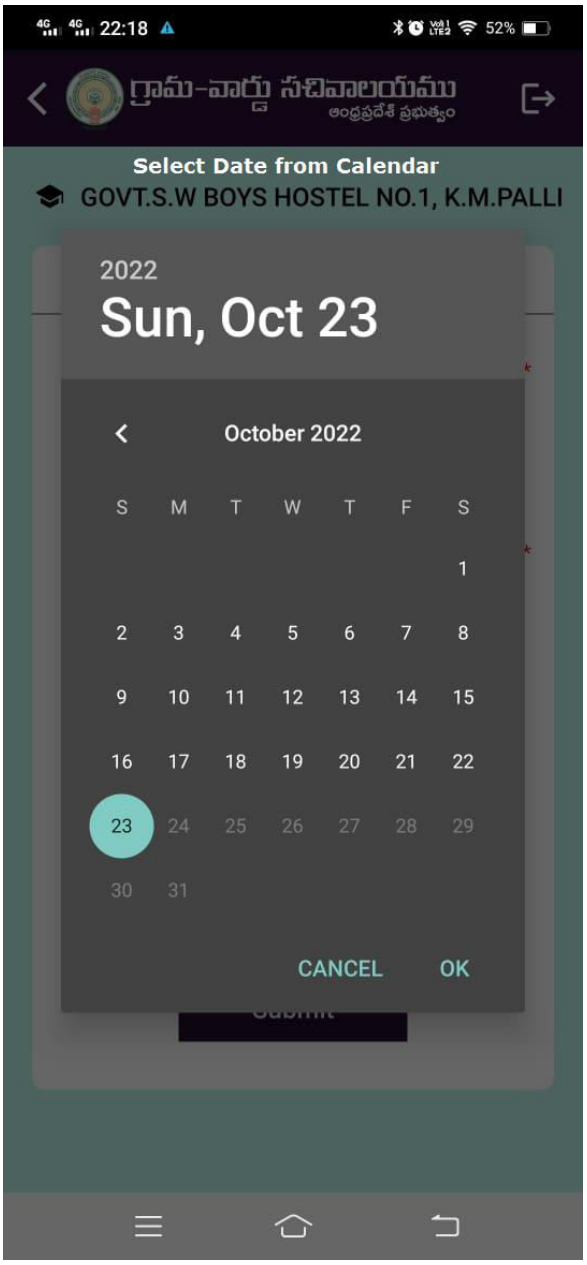
In case Long Absentees found "YES", capture the details of Student Name, Reason (select from dropdown list), Mother's Name and Mother's Aadhar by click on "Add Absentee Students" and below are the screenshots



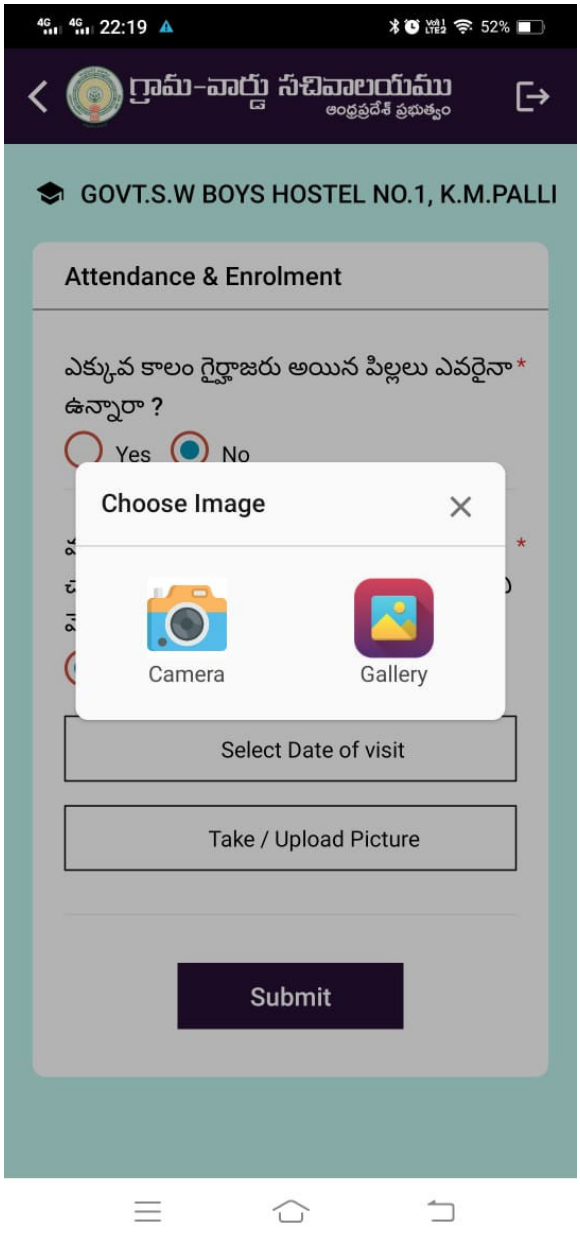


Capture the details of Motivation Programme conducted for Long Absentees with Photographs and find below screenshot

Pick the Date from Select Date of Visit

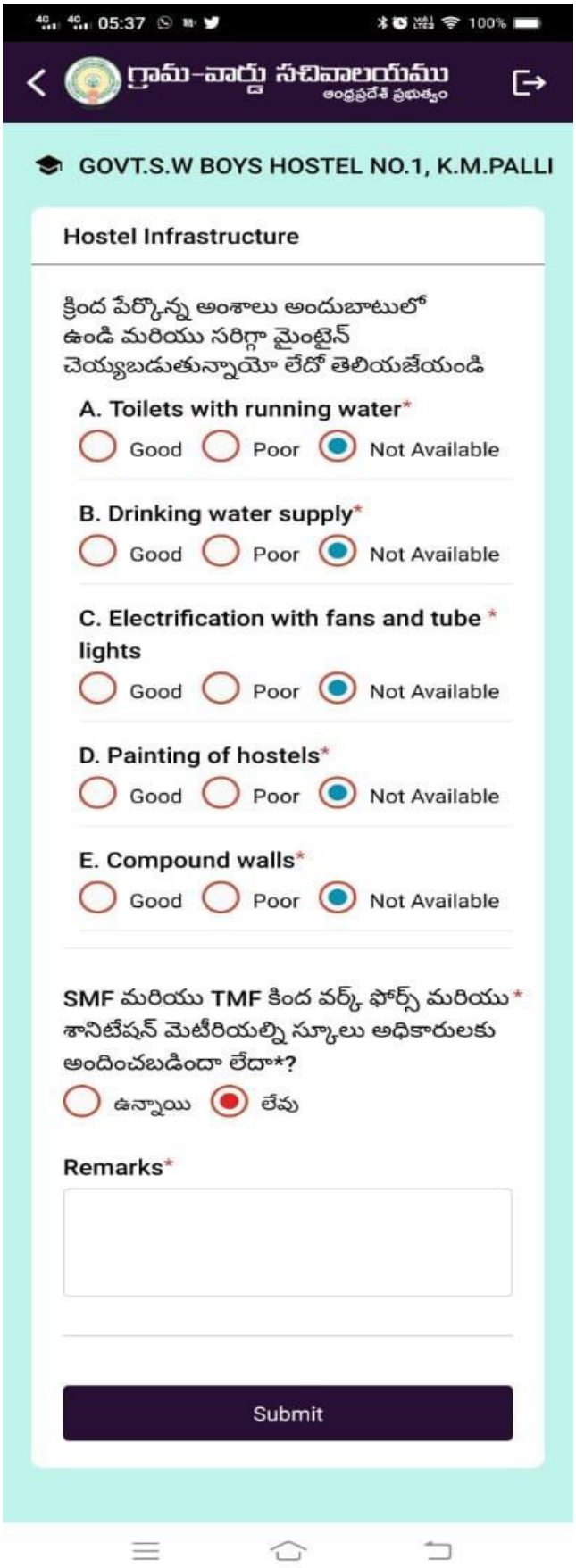


Upload Photo from Take/Upload Picture



Hostel Infrastructure:

Verify and Record the items specified under the Hostel Infrastructure are maintained properly or not and find the below screenshot and then submit to complete the survey.



If the Work Force and Sanitation Material not provided under **SMF & TMF,** specify the remarks in detailed.

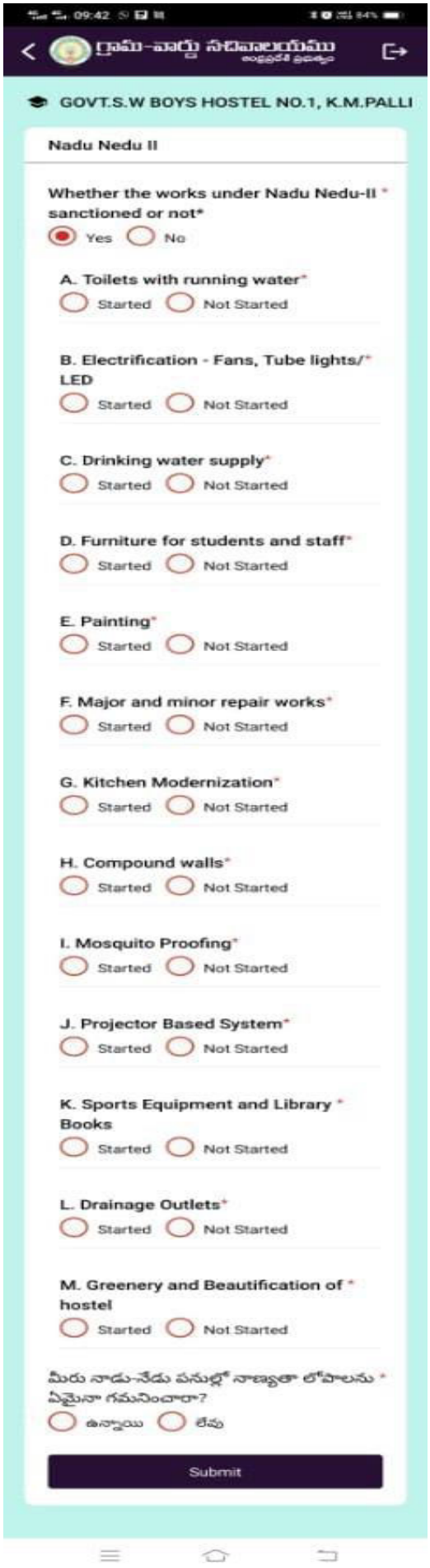
Nadu Nedu - II Works:

Enter whether the works related to Nadu Nedu-II (NN-II) sanctioned to this Hostel or not.

(Refer the Administrative Sanction accorded for execution of Works in identified (12) components)

If there is "NO" works are sanctioned, enquire with the Hostel Welfare Officer and specify the reasons in the Remarks in the Field.

If the Works sanctioned as "YES", details of the works sanctioned in (12) Components will be appeared to record the whether the the works started or not. If Not Started, Specify the reasons in Remarks field.

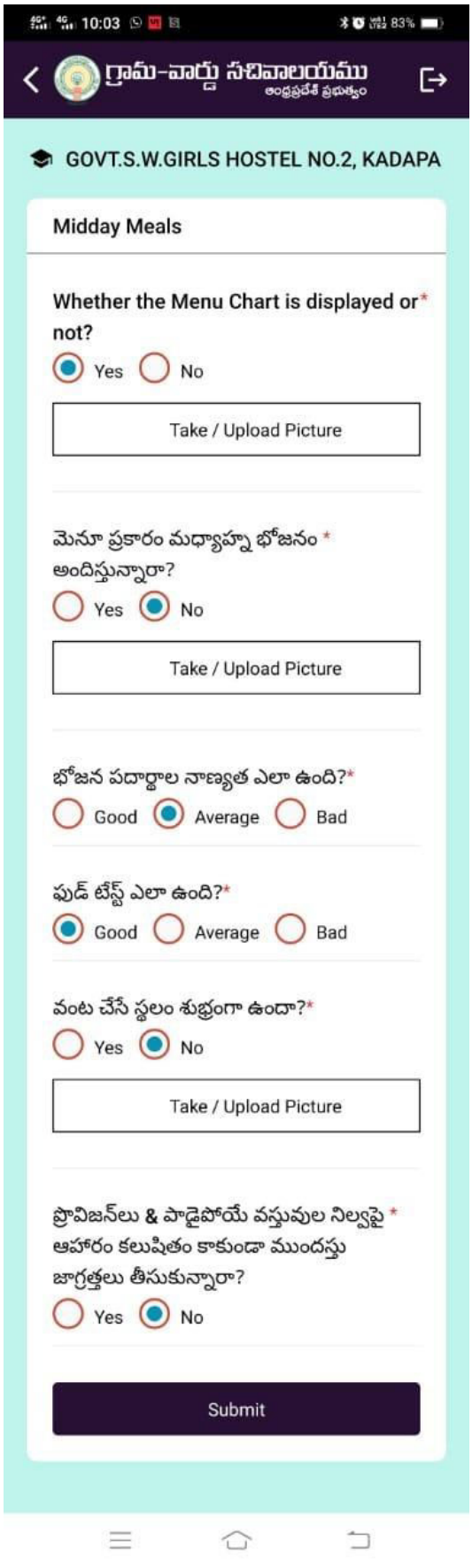


Implementation of Menu:

- Find the screenshot, for the items to be observed & verified on Implementation of Menu.

- Refer the document with reference to the orders issued by the competent authority for Implementation of Menu in Welfare Hostels.

- Enter the observations made during the visit and upload the photograph under which question "Take/upload image" option is appears.



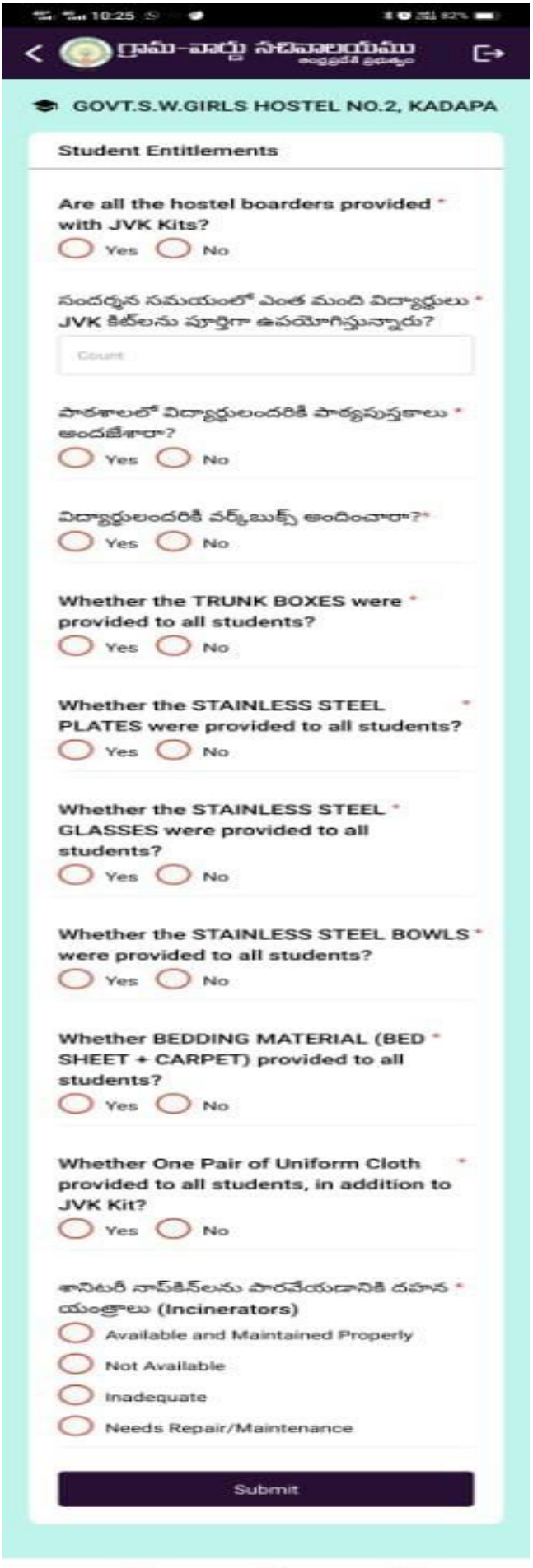
Student Entitlements:

Through this form, will know whether all the Welfare Hostel boarders are provided with all the entitlements in time.

- Identify whether the following items are being provided with the all the Hostel Boarders. Make an entry duly enquire with the Hostel Boarders.

  1. JVK Kits (Every Year)
  2. Text Books (Every Year)
  3. Note Books (Every Year)
  4. Work Books (Every Year)
  5. Bed Sheet and Carpet (Every Year)
  6. One Pair of Uniform Cloth (in addition to JVK Kit)
  7. Iron Trunk Boxes (Once in 5 Years)
  8. Steel Plates, Glasses & Katoras (Once in 5 Years)

- In case of "NO", enter the Count for requirement for number of Hostel Boarders yet to be supplied.



Health & Hygiene:

Through this form, will know whether the Health and Hygienic Conditions are maintained properly or not in Welfare Hostels.

- Identify the availability of Medical Kit and observe the Medicines maintained in the Kit as per the MOs prescription and also expiry Date. In case of No, specify the details in remarks field.
- In case of the Hostel Boarders not maintained with Health Card, specify how many boarders to be maintained.
- Observe each and every component visually and specify the condition accurately.

Girl Safety:

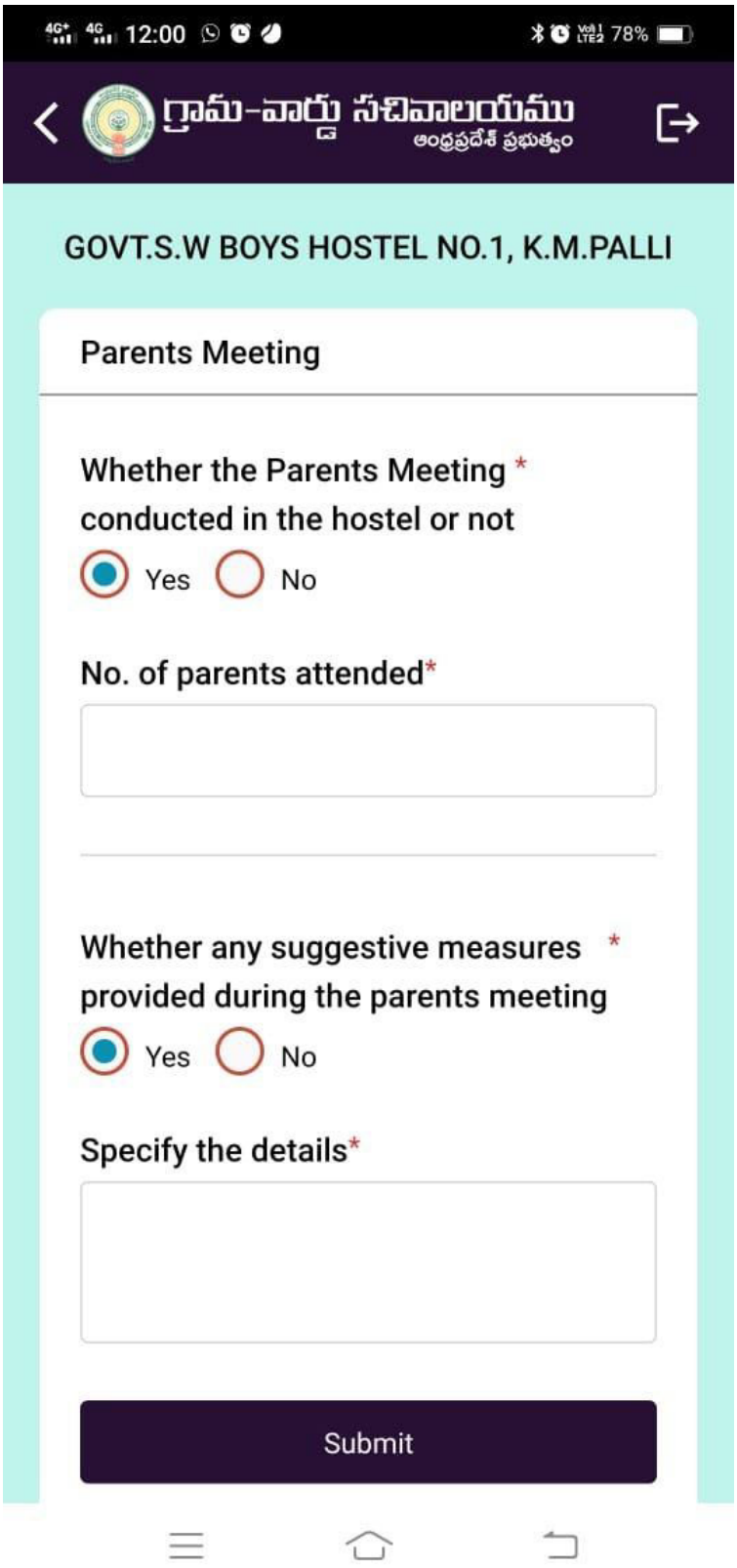
To create awareness on Toll Free Numbers to protect themselves as well as to help others during the unexpected dangerous situations.

- The following shall be observed during the visit
    1. Display of Toll Free Numbers and upload Photograph.
    2. Visit of Mahila Police
    3. Availability of Compound Walls with barbed fencing wire and requirement.
    4. Conduct of Awareness Camps and specify the details.
- In case of requirement of Compound Wall, specify the details of requirement like Increase Height, Barbed Fencing Wire, New Construction with Gate in the Remarks field.

Parents Meeting:

With this form, observation on conduct of the parents meeting and implementation of their suggestions on development of Hostel.

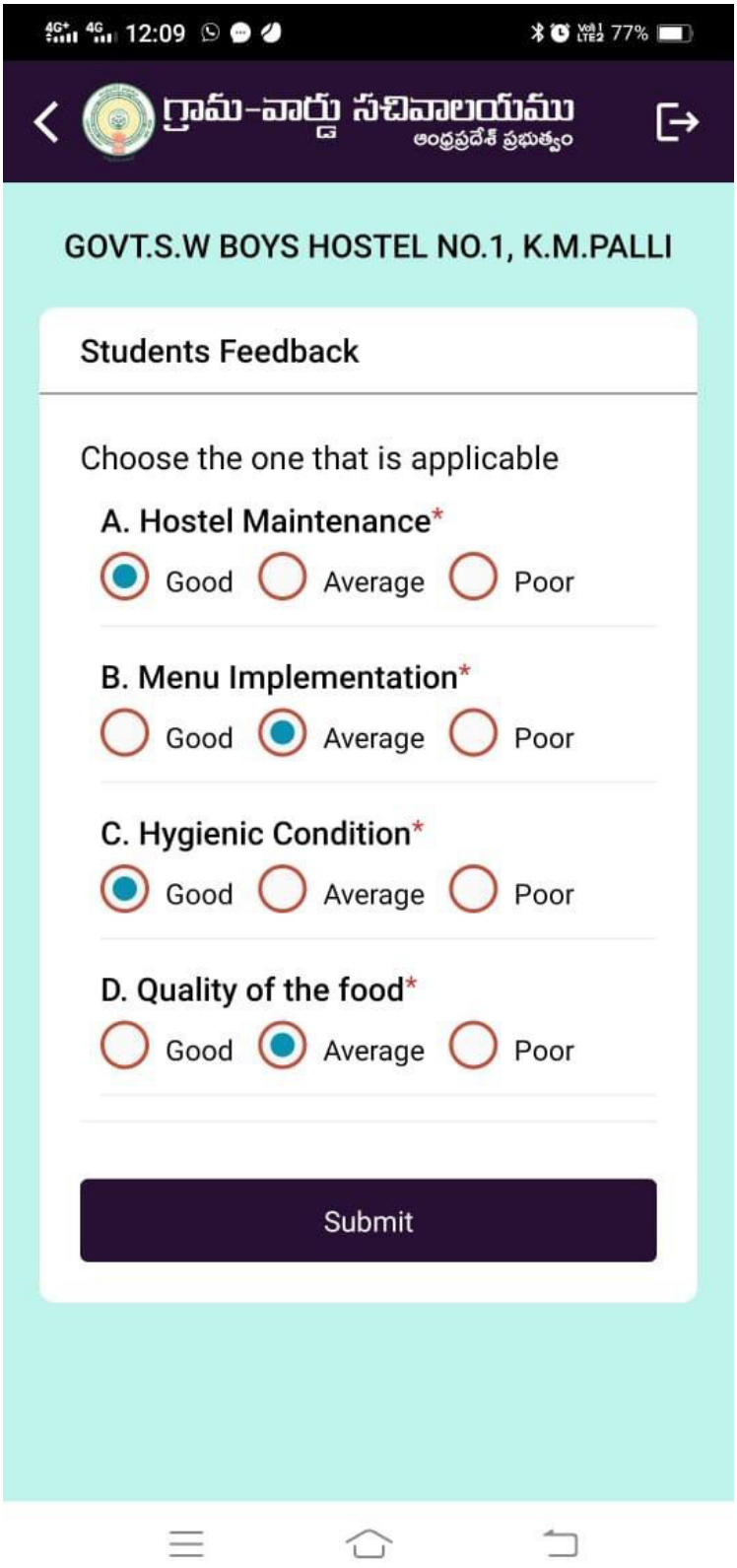
- Conduct of Parents Meeting once in a month
- In case of "YES", make entry for number of parents attended to the meeting and record the suggestive measures provided and action taken on its implementation.



Students Feedback:

With this Form, to observe the performance outcome on hostel maintenance.

- Based on observations during the visit and as interacted with the Students, provide feedback on the following:
  1. Hostel Maintenance.
  2. Menu Implementation
  3. Hygienic Condition
  4. Quality of the food.

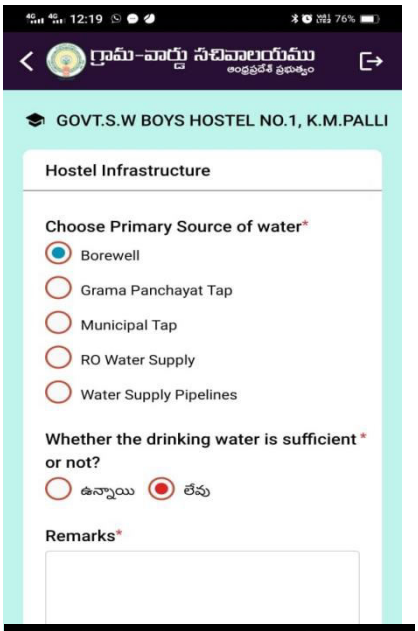


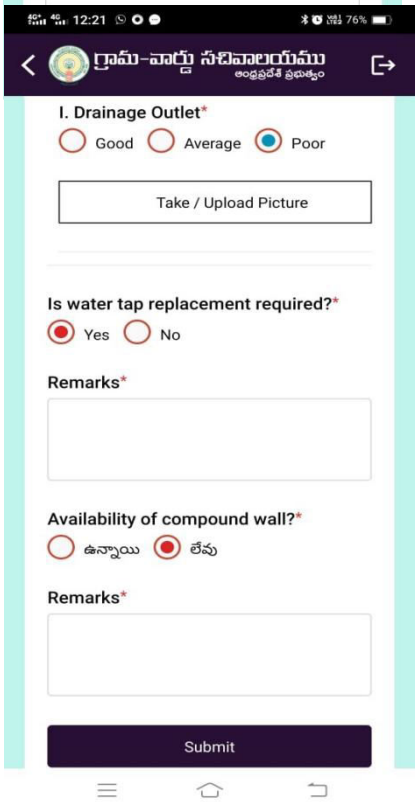
Details to be filled in Questionnaire for conduct of Survey by Engineering Assistant (EA) / Ward Amenities Secretary (WAS):

Hostel Infrastructure:

Through this form, to know the availability and assessment on requirement of infrastructure as per the actual need; and get it to be done within the sources.

- The following things to verified and observed:
  1. Source of Water and Drinking Water. In case of drinking water is insufficient, specify the details of requirement in Remarks field.
  2. Observe the quality of drinking water.
  3. Proper maintenance of Electrification and in case of non availability of the items specified in the form, assessment of requirement and prepare estimation and specify the same in remarks field.





Maintenance of Civil Works

- Verify the item of works mentioned in form and upload the Photographs in the case of maintenance is poor.

Details to be filled in Questionnaire for conduct of Survey by Mahila Police:

Girl Safety:

With this form, to identify the safety measures in Welfare Hostels and conduct of awareness camps on various acts/programme.

- Awareness shall be conducted on various acts and programme and record the same.
- Redress the complaints filed/received by the hostel boarders an specify the details in remarks field.